

Private plan application process

Vote requirements

A key component of the private plan application, the voting process occurs before you submit the application to the Connecticut Paid Leave Authority. This simple process allows you to provide important information about paid leave benefits to your employees.

To begin the process, employers must:

- 1** Give employees the plan documentation two weeks prior to the vote. If you're working with Lincoln, contact a benefit professional to see how we can help with this documentation.
- 2** Provide a plain language guide, also within two weeks of the vote, that describes your plan to employees.
- 3** Make documentation accessible to employees on leave.



The employer must have a voting method that:

- 1 Has 50% plus one of the total number of employees working in Connecticut to vote in favor of the plan
- 2 Is accessible to employees on leave
- 3 Complies with state and federal requirements regarding disability and language accessibility
- 4 Is anonymous and available for independent verification
- 5 Includes a single question:
 - Do you approve the company's private plan to provide benefits required by the CT Paid Family and Medical Leave Insurance Act?
Yes or No.



The CT Paid Leave Authority strongly recommends that employers utilize electronic and/or online tools for voting as long as the employer assures that every employee has access.

Once you conduct the voting process, you're ready to complete the application with the CT Paid Leave Authority. Lincoln is here to support you through the process.



Let's connect

If you have any questions about your private plan or want more information about other Lincoln offerings, contact your Lincoln benefits professional.



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